

**RAILROAD COMMISSION OF TEXAS  
ALTERNATIVE ENERGY DIVISION**

**FREQUENTLY ASKED QUESTIONS  
LP-GAS PLUMBER AND ACR CONTRACTOR EXEMPT REGISTRATION**

**GENERAL**

**Q. Who is eligible to register for an exemption?**

A. Individuals who hold a current master or journeyman plumber's license issued by the Texas State Board of Plumbing Examiners or a current Class A or Class B Air Conditioning and Refrigeration Contractor's license issued by the Texas Department of Licensing and Regulation are eligible to register with the Railroad Commission to perform LP-gas activities that would otherwise require a Railroad Commission Category D LP-gas license.

**Q. What activities does an exemption cover?**

A. The exemption allows the individual to sell, service, and install LP-gas containers, except motor fuel containers; service, install and repair LP-gas piping and certain LP-gas appliances as defined by rule, excluding recreational vehicle appliances and systems and motor fuel and recreational vehicle systems; and sell, service, install and repair LP-gas containers, systems and appliances in manufactured homes.

**Q. Can my employees work under my exemption?**

A. No. An exemption is specific to the individual named on the registration card.

**Q. What is the difference between a Railroad Commission license and an exempt registration?**

A. The Railroad Commission issues LP-gas licenses only to companies. The Commission registers individuals who meet the qualifications described above and wish to perform LP-gas activities in Texas.

**APPLICATION AND CARD**

**Q. How do I apply for a registration?**

A. To register submit a [Form 16B](#), a copy of your master or journeyman plumber's license issued by the Texas State Board of Plumbing Examiners or your Class A or Class B Air Conditioning and Refrigeration Contractor's license issued by the TDLR, a copy of your Texas driver's license and the \$50 application fee.

**Q. I've recently left my company. How do I change my address and phone number?**

A. To update an address or phone number, please call us at 800-64-CLEAR or fax the new information to 512-463-7292.

**Q. My card was lost/stolen/damaged. How do I get a new one?**

A. Call us at 800-64-CLEAR to request a new card.

**Q. I've accidentally sent in CNG form 1016B instead of LPG form 16B. What do I do now?**

A. Resend the correct form with a check or money order for the correct fee.

**Q. Can I pay by credit card?**

A. Yes. Credit card payments can be made online at [www.propane.tx.gov](http://www.propane.tx.gov).

**Q. Do you take credit cards over the phone or by mail?**

A. No. For security reasons, we do not accept credit card information over the phone, fax or mail.

**Q. How much is the registration fee?**

A. The initial application fee is \$50.

- Q. Do I need a Railroad Commission Category D license?**  
A. A Category D license is required if your company has one or more employees who hold a Railroad Commission LP-gas certification (e.g., service and installation) and perform LP-gas activities, but do not hold a master or journeyman plumber's license or ACR contractor's license.
- Q. What is my "LPG license number"?**  
A. The LPG license number field on [Form 16B](#) applies only if your company holds a Railroad Commission Category D LP-gas license. If this does not apply to you, simply leave the field blank.
- Q. How long does it take to get my card?**  
A. If all of the required documentation and payment has been submitted, it should take no longer than one week. During our peak annual renewal period (March-June) it may take up to 2 weeks.
- Q. Do I need to display anything on my work vehicle?**  
A. No. The Commission does not have any vehicle identification requirement for exempt registrants.
- Q. Does an exempt registrant have to show proof of insurance?**  
A. No. However, you must comply with the insurance requirements set out by TDLR and the Texas State Board of Plumbing Examiners.
- Q. I've got a job starting tomorrow. Is there any way to get my card today?**  
A. Yes. Upon request, a temporary card can you faxed to you.

## RENEWALS

- Q. When do I need to renew my card?**  
A. All registrations expire at midnight on May 31 each year and must be renewed before that date to remain in force.
- Q. How much are the renewal fees?**  
A. The renewal fee is \$20 per year.
- Q. Will I be reminded to renew my card?**  
A. Yes. The Commission mails each current registrant a reminder letter around March 1 each year.
- Q. I've missed the deadline for renewal. What do I do now?**  
A. Any renewals processed after May 31 will incur a \$20 late penalty in addition to the \$20 renewal fee. We recommend the \$40.00 payment be made online at [www.propane.tx.gov](http://www.propane.tx.gov); fax the receipt (and your renewal letter) to 512-463-7292 to expedite the process.
- Q. Do I need to send a copy of my plumber's or ACR license every year?**  
A. No, as long as it remains in effect.
- Q. Can I renew online?**  
A. No. However, you can make a renewal payment online at [www.propane.tx.gov](http://www.propane.tx.gov). A copy of the payment receipt and the renewal letter MUST be faxed or mailed to the Commission in order to process the renewal.